

The New Jersey Division of Pensions and Benefits - Office of Client Services
TELEPHONE SERVICES OF THE DIVISION OF PENSIONS AND BENEFITS
Including the
BENEFIT INFORMATION LIBRARY (BIL) AND FAX ON DEMAND CATALOG

For computerized information about your INDIVIDUAL ACCOUNT 24 hours a day, 7 days a week, call (609) 777-1777.

You will need your Social Security number and a touch tone phone to hear personalized information about loans, withdrawals, retirement, purchase of service, and your account with the retirement system or State Health Benefits Program. It's easy!

To hear information on the various topics in our BENEFIT INFORMATION LIBRARY (BIL) 24 hours a day, 7 days a week, call (609) 777-1931.

The Benefit Information Library (BIL) provides recorded information on topics of interest to employees, retirees, and employers. At the end of many of the messages you can order a fact sheet or form related to the topic. The BIL catalog of selections is attached for your convenience.

To have fact sheets AUTOMATICALLY FAXED to you 24 hours a day, 7 days a week, call (609) 777-1931.

Our Fax on Demand service sends fact sheets and forms directly to your fax machine. Fax on Demand can be accessed directly when first calling the Benefit Information Library (BIL) and after many of the recorded messages heard in BIL. The Fax on Demand catalog with fax selection numbers and instructions on how to use the service is attached for your convenience.

To speak to a COUNSELOR regarding PENSIONS or the STATE HEALTH BENEFITS PROGRAM, call (609) 292-7524.

Counselors are available weekdays between 9 AM and 4 PM (except State holidays). If you are hearing impaired, call the TDD at (609) 292-7718.

To speak with a REPRESENTATIVE regarding the DEFERRED COMPENSATION PLAN, call (609) 292-3605, or SACT (609) 633-2031.

Counselors are available weekdays between 8:15 AM and 4:30 PM (except State holidays). We can answer your questions about the State Employees Deferred Compensation Plan or Supplemental Annuity Collective Trust (SACT) accounts.

If you are an EMPLOYER in need of FORMS or PUBLICATIONS for your employees, call (609) 777-4357.

Available 24 hours a day, 7 days a week, you can order forms, fact sheets, and other materials produced and distributed by the Division of Pensions and Benefits.

If you are a RETIRED MEMBER and need to change your MAILING ADDRESS, call (609) 292-MOVE.

Call weekdays between 9 AM and 4 PM (except State holidays) to speak with a representative who can take your change-of-address information over the telephone.

The New Jersey Division of Pension and Benefits - Office of Client Services
BENEFIT INFORMATION LIBRARY (BIL) CATALOG

CALL (609) 777-1931 - 24 hours a day, 7 days a week

How to use the BENEFIT INFORMATION LIBRARY

1. Dial (609) 777-1931 from a touch tone telephone.
2. You will hear a short introduction. When asked, enter the 3-digit number of the selection you wish to hear.
3. When the selection is finished, you will have the opportunity to listen to it again, order additional material about the particular subject by mail or fax delivery, or return to the beginning to make another selection.

GENERAL INFORMATION

Office

- 400** Hours of Operation
- 401** Our Address
- 402** Directions from South Jersey via Rt. 206 North*
- 403** Directions from Northeast NJ via Route 1*
- 404** Directions from the Jersey Shore*
- 405** Directions from Northwest NJ*
- 406** Holiday Closings
- 407** Annual Benefit Statements
- 408** Directions from Northeast NJ via Turnpike*
- 409** Directions from South Jersey via Turnpike*
- 415** Directions from South Jersey via I-295 North*

Seminar Schedules

- 410** Employee Seminars – Pension headStart
- 411** Employee Seminars – Mid-Career
- 412** Employee Seminars – Pre-Retirement
- 413** Employer Seminars – Quarterly Report
- 414** Employer Seminars – Retirement Process

MEMBER INFORMATION

Enrollments

- 230** Acceptable Proof of Age
- 231** Transferring Membership

Purchase

- 220** Purchasing Service Credit*
- 221** Estimating Cost – PERS/TPAF*
- 222** Estimating Cost – PFRS*
- 223** Purchasing Temporary Service*
- 224** Purchasing Leave of Absence*
- 225** Purchasing Former Membership*
- 226** Purchasing Military Service*
- 227** Purchasing Out-of-State Service*
- 228** Purchasing US Government Civilian Service*
- 229** Processing Time-Frames

Loans

- 216** Loan Eligibility*
- 217** Account Posting Time-Frames

Tax Deferred Plans

- 263** NJ Employees Deferred Compensation Plan*
- 264** Tax\$ave Program*

Termination of Employment

- 260** Withdrawal from the Retirement System*
- 261** Taxability of Pension Distribution*
- 262** Benefits at Termination of Employment*

Retirement Information

- 200** Preparing for Retirement*
- 201** Arrears or Shortages at Retirement
- 202** Retirement Options – PERS/TPAF*
- 203** Retirement Date and Option Changes – PERS/TPAF*
- 204** Veteran Status/Establishing Veteran Status*
- 207** Estimate of Retirement Benefits*
- 208** Enrolling in the State Health Benefits

Program (SHBP) When You Retire*

- 210** Vesting/Deferred Retirement - PERS/TPAF*
- 211** Types of Retirement – PERS*
- 212** Types of Retirement – TPAF*
- 213** Types of Retirement and Estimate – PFRS*
- 214** Disability Retirement – PERS/TPAF*
- 215** Disability Retirement – PFRS*

Your Retirement Check

- 102** Retirement Check Mailing Dates
- 103** Understanding Your Retirement Check Stub
- 104** Direct Deposit of Retirement Payments*
- 105** Change of Address

* Form or Fact Sheet may be ordered.

BENEFIT INFORMATION LIBRARY (BIL) CATALOG

- 106 Lost, Stolen, or Uncashed Retirement Checks
- 100 Cost-of-Living Adjustment*
- 101 Employment after Retirement – PERS*
- 107 Employment after Retirement – TPAF*
- 108 Employment after Retirement – PFRS*

Taxes

- 120 Federal Tax Liability*
- 121 NJ State Tax Liability*
- 122 Changing Your Income Tax Deduction (W-4P)*
- 123 Year End Statement (1099-R)*

Life Insurance

- 245 Converting of Life Insurance Coverage*
- 246 Waiver of Noncontributory Life Insurance*

Death Benefits

- 240 Reporting a Death*
- 241 Active Death Benefits – PERS*
- 242 Active Death Benefits – TPAF*
- 243 Active Death Benefits – PFRS*
- 244 Active Changing a Beneficiary*
- 261 Taxability of Pension Distribution*
- 111 Retired Death Benefits – PERS*
- 112 Retired Death Benefits – TPAF*
- 113 Retired Death Benefits – PFRS*
- 114 Retired Changing Your Beneficiary – PERS/TPAF*
- 115 Retired Changing Your Beneficiary – PFRS*

State Health Benefits Program

- 250 Plans Available to Active Employees*
- 251 Enrollment
- 252 Changing Your Coverage for Active Employees
- 254 Continuation of Coverage Under COBRA*
- 255 Reinstating Health Benefits After a Leave of Absence
- 256 State Employee Group Dental Program*
- 257 Employee Prescription Drug Plan*
- 258 Health Benefits Options Upon Termination of Employment*
- 130 Plans Available to Retirees*
- 131 Changing Your Plan or Adding Dependents When Retired*
- 132 Claims (Carrier Telephone Numbers)

- 133 Terminating Coverage for Retirees*
- 134 Medicare and the State Health Benefits Program*
- 135 Prescription Claims – NJ PLUS and the Traditional Plan*

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Enrollment

- 320 Transfers
- 321 Leave of Absence
- 322 Certification of Payroll Deductions
- 323 Workers' Compensation with/without Pay
- 324 Employment after Retirement – PERS*
- 325 Late Enrollment Penalties
- 326 Employment after Retirement – TPAF*
- 327 Employment after Retirement – PFRS*

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- 310 Certification of Payroll Deductions

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- 350 Recertifying Loans Deductions
- 351 Certifying a Withdrawal Application

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- 301 Completing/Correcting Certification of Service and Final Salary
- 302 Reporting a Retroactive Salary Increase After Retirement

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- 330 Certifying an Active Death
- 331 Reporting a Death

State Health Benefit Program

- 340 Employer Participation in the SHBP
- 341 New Employee Enrollment in the SHBP
- 342 Open Enrollment Periods
- 343 Changing Coverage
- 344 Terminating Coverage
- 345 COBRA*
- 346 Health Benefits When Returning from a Leave of Absence
- 347 Employer Charges/Premiums and Billings

* Form or Fact Sheet may be ordered.

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FAX ON DEMAND CATALOG

CALL (609) 777-1931 - 24 hours a day, 7 days a week

How to use the FAX ON DEMAND service

1. Dial (609) 777-1931 from a touch tone telephone.
2. Select the option to go directly to Fax on Demand.
3. When prompted, enter the 4-digit fax selection number along with the area code and number of your fax machine. You will be able to choose up to three fax selections per call.

Selection Number	Topic	Selection Number	Topic
<u>General Information</u>		<u>Termination of Employment</u>	
8000	Benefit Information Library (BIL) Catalog	8258	Health Benefits Options When Terminating Employment
8402	Map and Directions to the Division of Pensions and Benefits	8260	Withdrawal Application and Instructions
<u>Purchase</u>		8261	Taxability of Pension Distribution
8220	Purchasing Service Credit – PERS/TPAF/PFRS	8262	Benefits at Termination of Employment Through Resignation, Dismissal, or Layoff – PERS/TPAF
8221	Estimating the Cost of Purchasing Service Credit – PERS/TPAF	<u>Retirement Information</u>	
8222	Estimating the Cost of Purchasing Service Credit – PFRS	8200	Your Retirement Checklist – PERS/TPAF/PFRS
9005	Purchase Application and Instructions – PERS/TPAF/PFRS	8202	Pension Options – PERS/TPAF
<u>Loans</u>		8203	Retirement Application – PERS/TPAF
9000	Loan Application and Information Sheet – PERS/TPAF/PFRS/SPRS	8204	Veteran Status – PERS/TPAF
<u>Tax Deferred Plans</u>		8207	Retirement Estimate (Form and Calculation Information) – PERS/TPAF
8263	The New Jersey State Employees Deferred Compensation Plan	9001	Retirement Estimate (Form Only) – PERS/TPAF
8264	Tax\$ave	8208	Enrolling in the State Health Benefits Program When You Retire
8265	Divorce and Your Deferred Compensation Account	8209	Retirement Estimate (Form and Fact Sheet) – PFRS
8266	Supplemental Annuity Collective Trust of New Jersey (SACT)	9002	Retirement Estimate (Form Only) – PFRS
8267	Additional Contributions Tax-Sheltered (ACTS) Program	8210	Deferred Retirement – PERS/TPAF/PFRS
8268	The Taxability and Mandatory Withholding of Income Tax From Your Deferred Compensation Distribution	8211	Facts About Applying for Retirement – PERS/TPAF
8269	New Jersey State Employees Deferred Compensation Plan Distribution Options	8213	Applying for Retirement – PFRS
		8214	Disability Retirement Benefits – PERS/TPAF
		8215	Disability Retirement Benefits – PFRS
		8245	Conversion of Group Life Insurance – PERS/TPAF/PFRS

FAX ON DEMAND CATALOG

Selection Number	Topic	Selection Number	Topic
<u>Your Retirement Check</u>		<u>State Health Benefits Program</u>	
8102	Electronic Fund Transfer (EFT) or Direct Deposit Form for Pension or Deferred Compensation Plan Payments	8130	State Health Benefits Program Medical Plan Comparison Chart
8100	Cost-of-Living Adjustment – All Funds	8134	The State Health Benefits Program and Medicare Parts A & B for Retirees
8101	Employment After Retirement – PERS	8136	State Health Benefits Program Retired Coverage Under Chapter 330 – PFRS & LEO
8107	Employment After Retirement – TPAF	8254	Continuation of New Jersey State Health Benefits Program Insurance Under COBRA
8108	Employment After Retirement – PFRS	8256	State Employee Group Dental Program
8109	Employment After Retirement – SPRS	8258	Health Benefits Options When Terminating Employment
<u>Taxes</u>		8259	Continuing SHBP Coverage for Overage Children with Disabilities
8120	Taxation of Retirement Benefits – PERS/TPAF/PFRS	<u>Employer Information</u>	
8122	Federal and New Jersey State Tax Withholding Forms (W-4P and NJ W-4P)	8300	Back Pay Settlements and Retirement Credit
<u>Life Insurance</u>		8301	Creditable Compensation – PFRS
8245	Conversion of Group Life Insurance – All Funds	8303	Retirement Incentive Programs
8246	Waiver of Noncontributory Group Life Insurance Over \$50,000	8323	Workers' Compensation
<u>Death Benefits</u>		8328	Enrollment Eligibility and Age Limits – PFRS
8110	Reporting a Death – PERS/TPAF/PFRS	8329	Charter Schools
8114	Change of Beneficiary Form	8332	Employer's Guide to Hiring Retired Government Employees
8261	Taxability of Pension Distribution	8345	Employer Responsibilities Under COBRA
<u>Miscellaneous</u>			
8416	Family Status Changes – Employees		
8417	Family Status Changes – Retirees		
9006	Affidavit of Name Change		
8418	Voluntary Furlough Program		
8419	Benefits Under the Domestic Partnership Act		

The Benefit Information Library and Fax On Demand are services of the
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